

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
MARYLAND STATE BOARD OF PHARMACY
4201 PATTERSON AVENUE, BALTIMORE, MD 21215 (410) 764-2485
WEB SITE: mdbop.org**

GENERAL INFORMATION & INSTRUCTIONS

License Renewals

Submission of Applications:


To receive a license on time, the Board of Pharmacy must receive your application at least three weeks prior to expiration of your current pharmacist license. If additional information is required to process your renewal, you will be notified and receive written verification that you may continue to practice until your application has been processed.

SOCIAL SECURITY NUMBER, RACE AND DATE OF BIRTH:

There is no statutory or regulatory authority mandating the disclosure of a social security number, race, and/or date of birth. Pharmacists' social security numbers, race, and dates of birth are needed, however, and will be used only for identification purposes. This information will be released to the Department of Public Safety and Correctional Services to check for criminal convictions. In addition, Social Security Numbers, if provided must be disclosed to the Department of Assessments and Taxation for purposes of identifying new businesses.

Mailing Address And Employment Location:

Pharmacists are required to report their Mailing Address and Location of Employment and report any changes in this information within thirty (30) days of the change. If employed at more than one location, the primary work location must be reported. (Ref. - Regulation 10.34.06)

 **PLEASE NOTE:** A licensee's business address is public information. If the business address is not available, the licensee's home address is public information per State Government Article, Section 10-617(h)(2)(ii).

Renewing Pharmacists Must Complete And Submit:

- A Pharmacist Renewal Application
- A Continuing Education Record form

First Time Renewals (Issuance Following Original Licensed Period):

If a pharmacist renewing for the first time obtains a license **within one (1) year** of the completion of formal pharmacy school education and was licensed in Maryland through examination, the Board may renew the license and issue a certificate of renewal for the first renewal period without requiring that pharmacist to earn any continuing education units. (Ref. - Title 12 Pharmacy Act, §12-309 (c)).

Late Submissions:

Note: To continue to legally practice pharmacy in Maryland, your license renewal application must be postmarked no later than the end of your birth month.

If an application is received in less than three weeks of the license expiration date, and additional information is needed (incomplete submission), the Board will not guarantee that the new license will be issued prior to the expiration of your current license. If a renewal application has not been processed prior to the end of the pharmacist's birth month because of failure to return the renewal application after the return deadline, that pharmacist may not practice pharmacy in Maryland until his or her license renewal application has been processed.

PRACTICING WITHOUT A CURRENT LICENSE IS A VIOLATION AND COULD RESULT IN THE SUSPENSION OF YOUR LICENSE.

IMPORTANT REMINDERS:

- **Verify the birth date in question #2**
- **Provide the Permit Number in #13, if employed by a Pharmacy or Distributor located in Maryland**
- **SIGN the CE Certification and complete and SIGN the Continuing Education Record Sheet**
- **Pharmacists licensed by examination in MD and renewing for the first time are not required to obtain CEs for the first renewal period.**
- **Answer disciplinary questions [1-9]**
- **Attach a detailed explanation for each question checked Yes**
- **SIGN the bottom of the renewal form**
- **Enclose a check or money order for \$184.00.**

 **THE RENEWAL APPLICATION MUST BE COMPLETE. INCOMPLETE FORMS WILL BE RETURNED AND MAY CAUSE RENEWAL OF YOUR LICENSE TO BE DELAYED. A RENEWAL APPLICATION MAY BE RETRIEVED FROM THE WEBSITE (Go to “pharmacist licensure,” and then go to “forms.”**

If the renewal application will not reach the Board office postmarked before the expiration of your current license, contact the Board for a reinstatement application and include the following when it is submitted:

Renewal Fee;	-	\$150.00
MHCC Fee;	-	\$34.00
Reinstatement Fee;	-	\$65.00
Continuing Education Documentation; and		
Completed and Signed Application		

Note: For further information on reinstatement requirements, contact the Licensing Unit at (410) 764-2485.

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